

***State of Washington
Department of Transportation
Notice to Consultants
Tariff Review Policy and Analysis
Services for WSF***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Tariff Review and Analysis services for the Washington State Ferries (WSF). The approximate dollar value of the consultant agreement will be \$530,000.00. WSDOT will award one (1) Agreement, which will be three (3) years in duration. If necessary, at the option of WSDOT, the Agreement may be supplemented for additional time and/or money to complete the project.

Project Description

This project provides lead policy and technical services in the evaluation of WSF tariff structure and revenue requirements. This is anticipated to be an effort with yearly phases for a duration between four and six months, generally in the last half of a calendar year. Tasks include, but are not limited to, the evaluation of the WSF tariff structure (both vehicle and passenger fares) with respect to revenue generation equity, policy (for example, transportation demand management), and integration with emerging tariff collection technologies. WSF revenue requirements are reviewed including an analysis of projected expenditures and revenue. Alternative revenue generation scenarios are prepared and evaluated.

A key component of this project is the facilitation of a broadly based policy level committee as well as a technical advisory committee. Each of these meetings occurs at least once a month during the duration of this project. Products include the preparation of interim technical analysis as well as a final report at the end of each phase. For each phase, a public involvement program is developed by the consultant. It is anticipated that there will be up to three phases of the Tariff Review Project during the three-year course of this project.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/Past Performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, August 31, 2006:

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7106.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday August 4, 2006, and Friday, August 11, 2006.

Submittal Due Date: Friday, August 31, 2006.